

## **COUNTY DIVISION—CALENDAR 8 STANDING ORDER**

**Judge Kathleen M. Burke**  
**Courtroom 1704 Richard J. Daley Center**  
**Chambers 1709**  
**[Kathleen.Burke@cookcountyl.gov](mailto:Kathleen.Burke@cookcountyl.gov)**  
Zoom Meeting ID: 965 2561 6475  
Passcode: 553663  
Dial in: (312) 626-6799  
**Courtroom clerk:**  
Janell [Jtjones@cookcountyclerk.com](mailto:Jtjones@cookcountyclerk.com) and [Countycrt1704orders@cookcountycourt.com](mailto:Countycrt1704orders@cookcountycourt.com)

**Administrative Assistance regarding Scheduling or Procedures:**

312 603-6194 [Kelly.wright@cookcountyl.gov](mailto:Kelly.wright@cookcountyl.gov)  
312 603-2492 [Gloria.contreras@cookcountyl.gov](mailto:Gloria.contreras@cookcountyl.gov)

**Status Hearings/Motion Calls for all Real Estate Tax cases, VTS Petitions, Election Cases, Name Changes and Misc Remedy Cases.** Counsel and parties may choose to appear in person in courtroom 1704 or remotely, unless otherwise ordered by the Court consistent with Illinois Supreme Court Rule 45, and the General Administrative Order No. 2023-03. All notices and orders setting such hearings shall specify both the Courtroom location and Zoom ID and Password.

**Trials, Evidentiary Hearings and Oral Argument (In Person).** Trials, Evidentiary Hearings and Pre-Trial Settlement Conferences will be conducted in person in Courtroom 1704, consistent with General Administrative Order 2023-03. Parties may request by motion filed in advance to appear remotely. Orders setting such matters must designate whether the matter will be held in person or remotely (or in a “hybrid” manner). The parties are responsible for securing court reporters.

**Motions:** Motions shall be e-filed and notice of motion served on all parties who have filed appearances. Unless the motion has been briefed and is set for argument and /or ruling courtesy copies are not required.

If the motion is set for hearing/ruling then movant must drop off courtesy copies to the court in mail box located in Rm. 1701, three days prior to hearing. All parties who have appeared must be copied on any emails to the Court.

**Draft Orders (following a court appearance):** Please provide proposed draft orders to the Court for entry following the appearance. Orders may be submitted by email directly to the court or in person to the Calendar 8 clerk or mail slot outside of Room 1701. All parties must be copied on any email submissions.

**Agreed Orders:** The Court encourages the parties to reach agreements outside of court. If the parties have agreed to the entry of an Agreed Order, it may be submitted to the Calendar 8 mail slot outside Room 1701 or to the court following a court appearance

**Requests for Tax Deed:** Cover letter with copy to any required parties. Submission in person is preferred to email. Include transcript of prove up, proof of payment of taxes, any documents requested at the prove-up and proposed order for deed. Copies of all documents are permitted if attorney retains original.

**Continuances and Agreed Judgment Orders (without a court appearance):** After confirming with opposing counsel, pretrial orders, continuances, CMC orders for any COTO cases set by circuit court rule, and signed Agreed Judgment Orders with settlements must be dropped off in 1701 mailbox for Judge Burke.

*After the Orders have been entered, attorneys should be able to be retrieve them from the Odyssey system. Orders for Election cases and Name Changes may be emailed to the litigants.*

**SCHEDULE Calendar 8 Judge Burke Daley Center Courtroom 1704**

Zoom number 965 2561 6475 passcode 553663

Monday 9:00 Name Changes and Name Change Motions

9:30 Real Estate Tax Assignment Call

10:00 Motion Call

10:30 Vacate Tax Sale/ Sale and Error Call

Tuesday 9:30 Set Trial Call/ Election cases (court permission only)

1:00 Set Motion Call/Election cases (court permission only)

Wednesday 9:30 Real Estate Tax Assignment Call

10:00 Motion Call

10:30 Vacate Tax Sale/ Sale and Error Call

11:00 Mental Health CMC

2:00 Tax Deed Prove ups (court permission)

2:00 Tax Objection Calls/ Tax CMC

2:30 Tax Deed Prove ups (court permission)

2:30 Tax Objection Calls/Tax CMC

Thursday 9:30 Set Mental Health Trial Call /Election cases (court permission only)

1:00 Set Mental Health Call/ Election cases (court permission only)

Friday 9:30 Real Estate Tax Assignment Call

10:00 Motion Call

10:30 Vacate Tax Sale/ Sale and Error Call

11:00 Tax Deed Prove ups (court permission)